

University Glen Community Advisory Group Meeting Minutes
Thursday, February 22, 2018 4:00 pm – 5:30 pm
Broome Library Rm. 1030

In attendance: Mark Hewitt (University Glen Resident/Homeowners Advisory Council Board Member), Miriam Olson (University Glen Resident), Jake Friesen (Kennedy Wilson Properties, University Glen Common Area Property Manager), John Gormley (CSUCI staff), Bill Robe (Community Member/UAS Board Member, Chairman of Advisory Group), Caroline Doll (CSUCI Liaison), Karen Romney (University Glen Resident/Retired Educator), Mark Wagner (E + S Ring), Jennifer Arriola (E + S Ring), David Press (Community Member/UAS Board Member), Stephen Clark (CSUCI Faculty/University Glen Resident), Stephanie Bracamontes (CSUCI staff)

Absent: Jesse Elliott (Faculty/University Glen Resident), Rhonda Rodriguez (Faculty/University Glen Resident)

Call to Order/Chairman’s Report (Bill Robe)

The meeting was called to order at 4:05 p.m.

Kennedy Wilson/E&S Ring Report (Mark Wagner)

Mark introduced Jennifer Arriola who is a member of the E+S Ring team and is assuming Mark’s management role for the property. Mark will be working with Jennifer for a period of time to ensure a smooth transition.

Renovation work on the Santa Cruz Island pool is finishing up. It is anticipated that the pool will be open around the middle to end of March. Although the new gym area has opened in the Town Center, the gym area by the Cathedral Cove pool will remain available to use.

The Amenity Center in the Town Center has events space for community use. There are two conference rooms that are free for use by residents of the community. There is also an event room that can be reserved and used for a fee. Residents are to contact the Mission Hills office to calendar dates and reserve rooms.

Painting continues, the last apartment block is being finished. The pool clubhouses will be painted next.

Signage is being refreshed within the next few months.

With respect to use of the spa, the Ground Sublease reads: “No children under the age of 14 shall be allowed in the spa or spa area. NO EXCEPTIONS”.

E+S Ring is requesting that the Ground Sublease be amended. After the meeting the following code sections were provided as the source for recommendations for changes in signage language:

3120B.4 No lifeguard sign. Where no lifeguard service is provided, a sign shall be posted stating, “NO LIFEGUARD ON DUTY.” The sign also shall state in letters at least 1 inch (25mm) high, “Children under the age of 14 shall not use pool without a parent or adult guardian in attendance.”

3120B.7 Warning sign for a spa pool. A warning sign for spa pools shall be posted stating, “CAUTION” and shall include the following language in letters at least 1 inch (25mm) high:

1. Elderly persons, pregnant women, infants and those with health conditions requiring medical care should consult with a physician before entering the spa.
2. Unsupervised use by children under the age of 14 is prohibited.
3. Hot water immersion while under the influence of alcohol, narcotics, drugs or medicines may lead to serious consequences and is not recommended.
4. Do not use alone.
5. Long exposure may result in hyperthermia, nausea, dizziness or fainting.

Discussion: The group generally supported the recommended change to allow use of the spa by children under the age of 14 with adult supervision.

Property Management Report (Jake Friesen)

Two-thirds of the FOBs for access to the amenities have been distributed to homeowners. Contact information is being updated as residents pick up their FOBs. After email addresses have been updated and beginning March 1, 2018, notifications will largely be sent by email to speed distribution of information. Notice was sent both via email and by standard mail to those who have not picked up their FOBs, along with information about dates for training in the fitness center, event room rules and regulations, the application process for reserving space, and conference room guidelines.

Work is being done to prepare the '2018/'2019 CAM budget.

The UGCAM manager recently participated in a meeting to discuss changes planned for the website.

A process improvement meeting was held to discuss owner initiated capital improvements suggestions. Roles of Facilities Services and the CAM manager were discussed, as well as, how pricing and budgeting are established. An example of a project that will follow the process will be the installation of light bollards in the area near Channels Islands Drive.

The CAM office will be moving from its Santa Cruz location back to the Town Center on February 26.

A landscape walk was held with representation from the campus, E+S Ring, the CAM manager, and E. campus resident representatives. The walk was very productive.

Discussion:

John Gormley stated that the landscape walk was illuminating; there is a lot to see. He noted that there are planting areas that are old and receding and don't look good. Costs are a concern and a decision on how to proceed has not been reached. There are also many locations in the academic campus that need attention. Plans are continuously altered; he has been talking to staff to identify solutions. John looks forward to a second walk to more clearly understand resident concerns. He noted locations along creek bed where erosion is a concern. Jake will coordinate a second landscape walk.

Stephen Clark inquired how trip hazards are being treated. A survey has been done with a cost estimate to repair.. The most significant areas will be addressed first with all of them to be repaired over a 2-3 year period. A budget proposal is included in the budget that will go to the Site Authority Board for the new fiscal year.

Karen Romney stated that fees are nominal based on what people pay in other communities and noted that residents may expect more than is possible given current dues. John Gormely stated that a discussion needs to be had within the community and the Site Authority needs to understand resources.

HAC Report: (Mark Hewitt)

Request was made for a bike/running path along Camarillo Street which would improve safety. A trail/trails over the hill from the 32 acre development into CI Park is also desired.

Discussion:

A bike/pedestrian path along Camarillo has been discussed in the past. There are two pinch-points along Camarillo Street. A path past them, it would require engineering and would be expensive. The project needs to be placed on the capital improvement list.

Trails into the Park from the 32 acre parcel have been discussed with the developer.

CAM RECONCILIATION (Stephanie Bracamontes)

Copies of the '16/'17 Fiscal Year CAM Report were distributed.

Total income for the year was \$1,670,329.00. Deposits are reported on a cash basis. Expenditures include operating expenses and transfers to reserves.

The variance (decrease) for water was explained as being due to a combination of factors, including more accurate readings since meter installation, conservation measures, and investment in repair of the irrigation systems.

Gas bills have been down since pools have been offline (not heated) during the renovation period.

Discussion:

Camrosa has cut off reclaimed water for landscaping in the past during periods of drought. It is anticipated that it will be shut off this coming summer; potable water is not used on landscaping. The campus will likely go brown this summer.

Inquiry was made as to where income from parking cars on the 32 acres shows on the report. The parcel was vacated in the previous fiscal year so no income was recorded for 16/17.

The question of how the report should be presented was posed. In the past reports have been posted to the web. The Ground Sublease states that copies will be sent to homeowners. Stephanie stated that the surplus would be swept into reserves. She will attend the HAC meeting in March and present the report; it will also be posted online.

With respect to the quarterly reports from property management, it was discussed that Jake will place the topic on HAC agendas and make reports after quarterly reports have been prepared. The reports and the detail behind them will be placed in a binder available for review in the CAM office. Jake will present the quarterly report during the March HAC meeting.

David Press noted that there was no charge for property insurance for any unit types (particularly townhomes) on the '16/'17 report. Stephanie will check with Risk Management for an explanation.

Mark Hewitt asked how the pro-rata share each group pays was determined. Response, the pro-rata share paid is based on the number of units in each category.

CAM EXPENDITURES AND RESERVE BALANCES

A PowerPoint presentation covered the following four topics:

- Updated CAM Collections
- Review of Expenditures
- Reserve Balances
- Next Steps

CAM Collections:

Records are based on data pulled from multiple sources: QuickBooks, PeopleSoft, YARDI and budget documents. It was reported that not all CAM fees billed were collected; David Press inquired, how much collections have been? Stephanie didn't have that information on hand.

Review of Expenditures:

There were no deposits recorded for 2003. Billings recorded in 2004 were \$35.5K, with \$16.2 K allocated to reserves.

Separate slides were presented, one for townhomes and one for single family detached on CAM collections. It was noted that the two groups do not pay the same amount due to the fact that reserves collected for townhomes are higher than single family due to the responsibility of the Site Authority to maintain components of attached units including exteriors and roofs.

Slide 6 – “Expenditures by Category” (source: QuickBooks)

Total Expenditures 2007 – 2017, \$474,414

The \$34K credit reported in Fiscal Year 15/16 was due to an insurance reimbursement related to the Springs Fire. Major expenses have included \$130K for water line work, \$51K for pool enhancements, \$46K for brush clearance and tree trimming. Expenditures noted in 10/11 and 11/12 for the single family homes had to do with replacement of gates.

The cost to slurry seal the community and re-paint was paid for out of reserves and will be reflected in the 17/18 report.

Stephen Clark was curious as to why more has been spent on single family homes as opposed to townhomes particularly when there are more of them. He questioned again if there is enough in reserves to meet expenses, and expressed that a study needs to be done.

Miriam Olson stated that if adequate reserves haven't been collected in the past, current homeowners shouldn't be required to fund the shortage.

Next Steps

- Kennedy Wilson Properties is to commission a study on Reserves.

The question was raised, when will the study be conducted? Timing has yet to be determined. Facilities Services would like to review the scope of the study.

- Staff is working on a 5-year forecast for expenditures.
- Staff will ensure expenditures align with reserve balances
- Staff is currently developing the FY 18/19 Budget

Stephanie called for more questions, there were none. She will be happy to meet with, and provide details to, anyone who is interested.

Closing Remarks (Bill Robe)

Chairman Robe will not be attending the next meeting; he has asked Deanne Ellison to fill-in in his absence. Bill is working to set-up a reserve study presentation for the group. Thanks again to John Gormley for attending the meeting and answering questions.

With no further business, the meeting was adjourned at 5:30 p.m.

The next meeting will be held on March 22, 2018.

Pending Issues: (The “Pending Issues” section below is to be updated at meetings adding, deleting or modifying as appropriate.)

Updates –

2/22/18: Community Facilities Group completed the landscape walk with Facilities Services and a second walk will be scheduled by the CAM Manager.

2/22/18: Facilities Services views the light bollard issue as a safety issue and has added it to the capital improvement list.

2/22/18: A report was developed and presented addressing the historic expenditures from collected reserves..

Still Pending or In-Progress –

Emergency evacuation plans to be better communicated to the community in a variety of formats (including a suggested online video) and addressing a variety of emergency circumstances.

A small community based committee will be created to have input in 2019/20 CAM budgeting. 2018/19. The group has not yet been formed

Ongoing - Landscape renovation including but not limited to irrigation, trees, walking paths.

Additional street lighting along Channel Islands Drive (See HAC recommendation site plan March 8, 2017)

Current Reserve study for future budgeting.

Quarterly financial reports for Maintenance Rent expenses

Amendment to Ground Sublease to correct for:

- a.) Maintenance reconciliation calculation change from April 1 to October 1 each year to allow 90 days following actual fiscal year end
- b.) Clarify common area for detached homes and courtyard walls
- c.) Revise reference to University Glen Corporation to University Auxiliary Services.
- d.) Pool/spa signage to comply with current code.